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OFFICE OF TRAINING (GENERAL)

PROGRAMS DIVISION

Training Officer GS-1710 15  
Training Officer GS-1710 14  
Secretary (Steno) GS-318 7

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PROGRAMS DIVISION

I. MISSION AND FUNCTIONS:

Mission:

The Programs Division is responsible for planning, developing and arranging for programs providing specialized training in area, areas combined with language, technological, industrial, and other substantive fields, within the Agency and at appropriate public and private facilities, in the United States and abroad, in order to increase the knowledge-in-depth of selected Agency personnel in specialized fields subsidiary to the field of National Intelligence.

Functions:

The Programs Division is responsible for the following:

1. Identifying, in collaboration with appropriate Office heads, immediate and long range requirements for specialized training.
2. Evaluating the capabilities of external facilities providing specialized training and designating those suitable for Agency use for various training programs.
3. Planning, developing, and arranging for programs of specialized training for selected Agency personnel within the Agency and at designated external facilities.
4. Establishing standards to be met by external facilities designated for Agency use and recommending termination of the use of such facilities for failure to satisfactorily meet prescribed standards.
5. Establishing and maintaining achievement standards to be met by Agency personnel in training at designated external facilities and recommending termination of the training of personnel for failure to satisfactorily meet required achievement standards.
6. Reviewing, with the aid of a panel of consultants, as appropriate, all requests for specialized training and recommending action to be taken.
7. Arranging for the entry of selected Agency personnel, in accordance with appropriate security and administrative procedures, into institutions providing approved specialized training facilities.
8. Administering and supervising a program for the training of selected Agency personnel in the various Department of Defense schools and colleges.

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## II. CURRENT AND PROPOSED PROGRAMS

Currently, the external training programs are mainly concentrated in the area and language studies that are available in private and Federal agencies, universities, foundations, etc. The Division participates with the Plans and Policy Staff in the formulation of broad external training programs. The Division Chief is held responsible for the operational success of such programs once the general over-all policy and plans have been determined. As a means of clarifying the relationships between the Plans and Policy Staff and the Programs Division, it was explained that the Plans and Policy Staff is responsible for recommending training policy, establishing broad plans for proposed programs, developing broad standards, and securing cover clearances, etc. The Programs Division would, however, participate in a large percentage of the developmental work, for example, with respect to the planning for external training programs and facilities. It would also, in the final analysis, be held completely responsible for the "operational phase" of the external training programs underway under the auspices of the Central Intelligence Agency.

Divisional efforts fall into the following categories: (1) establishing and maintaining liaison with Agency officials, assisting them in developing external training requirements, and continuously probing the need for special training facilities and programs in light of Agency training programs, programs available in participating Federal agencies, etc.; (2) developing achievement standards for students and training standards for facilities being utilized; (3) evaluating external facilities with respect to training staffs and courses of instruction as related to specific training objectives; (4) establishing and maintaining contacts with officials of Federal, State, and private training facilities for the purpose of arranging for all types of general and specialized training required by Agency personnel; (5) arranging Agency panels for the purpose of selecting Agency personnel on the basis of their qualifications and Agency requirements for specialized training and/or for external training facilities having limited enrollment (the Chairman of such panels may be either the Director of Training or the Chief, Programs Division).

There are approximately 68 different Federal, State and private institutions and facilities being utilized in connection with CIA external training programs. The development of such programs is important to the Agency in that the utilization of external specialized facilities obviates the necessity of direct undertaking by the Agency of training courses of limited and specialized application, resulting in substantial savings in administrative costs. The ultimate size and scope of external training programs will be largely determined by consideration of the administrative costs for external specialized training as contrasted with the cost of CIA establishing its own specialized training programs.

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### III. EVALUATION OF POSITIONS

#### Position No. U 29

Training Officer GS-1710-15

The Chief, Programs Division is responsible for the overall planning, coordinating, and arranging for all external training programs for both overt and covert Agency personnel at Federal and private schools, industrial and technical institutions, private foundations, etc. Top level contacts represent one of the primary factors in this position, and one that requires a professional competence and maturity gained through long experience in the intelligence community. While decision-making is somewhat attenuated in this position, it is the prime responsibility of the Chief, Programs Division to work independently with top Agency officials in developing and coordinating external training requirements based on future Office and Agency programs.

With respect to external contacts, the Chief, Programs Division represents and speaks for the Director of Training in developing and arranging for the utilization of private and Federal training facilities by Agency personnel.

Due to the nature and extent of CIA external training programs, the Chief, Programs Division must have considerable initiative, maturity gained through broad experience in the intelligence community, and the ability to deal effectively with senior officials of the Agency, of other Federal agencies, and of non-governmental academic and research institutions and foundations, both within the United States and abroad.

Based on an analysis of the assigned program responsibilities, the type and level of external and Agency contacts, and the experience required to work effectively in major substantive fields in the intelligence community, it is recommended that the position of Chief, Programs Division be re-affirmed as Training Officer, GS-1710-15.

#### Position No. U 30

Training Officer GS-1710-14

This position serves as alter-ego to the Chief, Programs Division, and in this capacity is responsible for sharing fully the program responsibilities of the Division Chief. Due to the nature and extent of the professional contacts and the developmental and liaison work involved and extent of responsibility for sharing in all aspects of the Division's program, it is recommended that the position be allocated one grade below that of the Division Chief, as Training Officer, GS-1710-14.

#### Position No. U 31

Secretary (Stenography) GS-318-7

This position is established as principal, and only secretarial assistant to the Chief, Programs Division, and in that capacity is responsible for performance of a wide variety of administrative tasks and related assignments.

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The position is currently in grade GS-6, but has been assigned additional responsibilities over and above those originally proposed. Such responsibilities include, for example, independently establishing contacts with various Federal and private training and research institutions to develop various types of data concerning costs and enrollment status in direct response to individual inquiries; making personal visits to OIR, State Department, for the purpose of exploring the status of academic research in areas of interest to Agency personnel contemplating advanced study or research, and preparing brief reports covering such findings for the Division Chief; conducting a preliminary screening of all applicants' papers submitted for both military and civilian selection boards and panels, following-up and securing additional papers required for consideration by these bodies for selection for service and institutional training; furnishing all types of program information to Agency and institutional officers during the absence of the Division Chief, such information being personally developed as required by each type of inquiry, utilizing a comprehensive knowledge of all external training programs in which CIA participates and/or which are under consideration.

In view of the above, it is recommended that subject position be allocated as Secretary (Stenography), GS-318-7.

LANGUAGE SERVICES

OFFICE OF TRAINING (GENERAL)

LANGUAGE SERVICES DIVISION

Scientific Linguist	GS-195 16
Scientific Linguist	GS-195 14
Scientific Linguist	GS-195 13
Scientific Linguist	GS-195 13
Scientific Linguist	GS-195 13
Scientific Linguist	GS-195 13
Scientific Linguist	GS-195 13
Lab Elect Mech-Sup	GS-1611 10
Lab Electron Mech	GS-1611 9
Lab Electron Mech	GS-1611 6
Adm Assistant	GS-301 7
Clerk (Stenography)	GS-301 5
Clerk (Stenography)	GS-301 5
Clerk (Stenography)	GS-301 5

LANGUAGE SERVICES DIVISION

I. MISSION AND FUNCTIONS:

Mission:

The Language Services Division is responsible for planning, developing, directing, and coordinating all language training programs within the Agency and at appropriate public and private facilities, in the United States and abroad, in order to provide required levels of language proficiency for selected Agency personnel.

Functions:

The Language Services Division is responsible for the following:

1. Identifying, in collaboration with responsible Agency officials, requirements for language training.
2. Developing and initiating language training courses, and maintaining required language laboratory facilities within the Agency to provide basic, advanced, and refresher language training for selected Agency personnel, on a group, individual, and/or self-study basis.
3. Planning, developing, and arranging for language training programs at external facilities, including evaluating the capabilities of such facilities, and designating those suitable for overt and covert Agency use.
4. Furnishing Office of Training representation at various language institutes, meetings of learned societies, inter-departmental language committees, etc., in order to establish and maintain relationships with such groups and to insure the maintenance of current developments in new methods and techniques of language instruction.
5. Developing linguistic methodology, training techniques, and audio-visual training aids based on the latest research and developments in the audio visual and language training fields.

II. CURRENT AND PROPOSED PROGRAMS:

Currently, the programs of the Language Services Division are concentrated on meeting the immediate language training requirements imposed by Agency operations, utilizing the scientific skills of the professional personnel now on hand to the maximum, most carrying workloads far in excess of those found in comparable scientific linguist positions in university or language schools. This workload is conditioned by the fact that many of the language training requests are made to meet immediate (or relatively immediate) operational requirements and involve a number of specialized exotic languages as well as the more familiar language families.



In order to meet unusual requirements, the Division has had to arrange for additional language training at various types of external facilities. As a result of using such facilities, the staff has been required to arrange for the negotiation of contracts to evaluate facilities and their staffs, and to arrange and schedule personnel into classes or for private tutoring.

With respect to the languages being taught internally, the Language Services Division is now planning and conducting classes, on both a group and individual basis, in various Germanic and Romance languages. These areas are the specialties of the two scientific linguists now on board. The three remaining positions, upon which active recruitment is being undertaken, are for scientific linguists in the fields of Chinese, Russian, and Arabic languages. Other areas that may have to be undertaken within the next year or so are Slavic and Southeastern Asiatic languages.

The Division maintains an audio-visual laboratory used for drill purposes in conjunction with the language training programs. The size and scope of the programs of the Division are somewhat reflected in the degree of utilization of the laboratory. For example, the laboratory is operating 13 hours daily, 4 hours on Saturday; the number of student-hours spent using facilities averages between 700-800 per week.

Future expansion of the programs of the Languages Services Division will probably include establishing language training programs in overseas areas, depending upon specific operational requirements being developed by the Agency clandestine activities. Another area under consideration probably will be in the Eastern and Southeastern Asiatic languages due to operational requirements that appear to be developing in those geographical areas.

Also noted during the survey was the current division of the programming responsibilities between the Language Services Division and the Programs Division with respect to the external language training programs arranged for by the Office of Training. While the Programs Division is charged with planning and establishing all external training programs, external programs specifically concerned with linguistic training are now being carried out by the Language Services Division, which permits the Programs Division to concentrate on the evaluation and clearance of area and administrative training facilities (and language training if taken jointly as part of a broad area training program). Due to this split in external training responsibilities, the Programs Division is operating with a somewhat limited staff. It is assumed that if the utilization of considerable number of outside facilities is required, the Programs Division Staff will be increased, with the possibility that the functions of evaluating and arranging for external language training facilities will be absorbed by that Division rather than continue as a function of the Language Services Division.

### III. EVALUATION OF POSITIONS

POSITION NO. U 55

Scientific Linguist, GS-195-16

Specific recommendation on the position of Chief, Language Services Division has been presented to the supergrade Review Board.

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POSITION NO. U 633

Scientific Linguist, GS-195-14

As proposed, this position will serve as the Deputy Chief of the Language Service Division, assuming overall planning and coordinating responsibilities for all Divisional programs during the absence of the Chief, assisting in planning and developing comprehensive linguistic programs based on Agency operational requirements, etc. As Deputy Chief, the position will be concerned primarily with internal Agency contacts and the development of Agency requirements for language programs that are best suited to immediate and long-range programs and plans of various components of CIA. Due to the prominence and reputation of the Chief, Language Services Division in the field of linguistics, it is not currently anticipated that the Deputy Chief will share to any appreciable extent the numerous high-level external contacts but rather will concentrate on internal programming. In view of this, it appears that the Deputy Chief position is properly allocable to GS-14, one grade higher than the individual senior Scientific Linguist position, in recognition of its current internal programming responsibilities.

POSITION NUMBERS U 56 through U 54.04

Scientific Linguist, GS-195-13

These positions serve as Senior Scientific Linguists in Germanic, Romance, Slavic, Chinese, and Arabic languages. As senior specialists, they are responsible for planning all language (elementary, basic, intermediate, and advanced) training programs in their assigned language family. These positions are compared to the GS-12 and GS-13 positions of scientific linguists in the State Department insofar as language training responsibilities are concerned. From a responsibility standpoint, the CIA Scientific Linguist positions appear to match the GS-13 level. The major difference between the GS-12 and GS-13 State Department positions is the diversity and complexity of the language area for which programming is undertaken. For example, the GS-12 Scientific Linguist positions in State Department have responsibility for planning language training programs, undertaking scientific linguistic research for major language groups, etc. Due to the stability of the Foreign Service requirements, planning and scheduling of courses can be accomplished on a yearly or long-term basis, and the language requirements, while stressing the diplomatic and social vocabulary, do not normally require training in technical or scientific vocabularies. The GS-13 State Department positions, on the other hand, have been established largely to take care of the increased language requirements, according to geographic area, placed upon the Foreign Service Institute by the Point IV Program. These requirements may be favorably compared to those of CIA, i.e., they are constantly changing, require differing types of language training, diplomatic, technical, scientific, etc. Planning is also subject to varying types of requirements and adjustments. Based on this comparison, it would appear that the CIA Scientific Linguist positions responsible for the over-all planning, developing, and coordinating of broad language training programs are allocable to the GS-13 level. Accordingly, allocation as Scientific Linguist, GS-195-13, is recommended.

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POSITION NO. U 794

Laboratory Electronic Mechanic(SUP)  
GS-1611-10

POSITION NO. U 795

Laboratory Electronic Mechanic  
GS-1611- 9

POSITION NO. U 796

Laboratory Electronic Mechanic  
GS-1611- 6

Positions U-794, 795, and 796 were audited prior to the over-all survey by this Division. The positions were at that time compared with Electronic Mechanic positions in the Office of Communications, and on that basis it was determined that the positions were allocable, based on laboratory and field training responsibilities, to grades GS-10, GS-9, and GS-6. The GS-6 position, not currently filled, is primarily proposed as a helper type position, with considerable on-the-job training involved.

Administrative Assistant GS-301-9 (Position to be eliminated)

At the time of survey, the Administrative Assistant position GS-9 (proposed), was not filled. The Chief, Language Services Division indicated that for the present there appeared to be little justification for the continuation of this position, since most of the administrative details of the Division were assigned to position U-61. In view of the probable need for additional clerical support in the Division, it was agreed that the subject position should be converted to Clerk (Stenography), GS-5, additional identical to U-62 and 62.01.

POSITION NO. U 61

Administrative Assistant,  
GS-301-7

This position is responsible for performing a variety of secretarial duties which, according to Agency secretarial pattern, are allocable to grade GS-6. In addition, the position is responsible for performing a number of administrative tasks, such as furnishing and securing information on external language training courses, scheduling Agency personnel for external training, and supervising the establishment and maintenance of detailed training records for students in both internal and external language training. On the basis of the additional administrative responsibilities vested in this position, allocation as Administrative Assistant, GS-301-7, is recommended.

POSITION NUMBERS U 62, 62.01, 62.02

Clerk (Stenography)  
GS-301-5

These positions are responsible for the development of detailed training records, serving as stenographic assistants to the Scientific Linguists, etc. Other assignments include ordering of language training materials and books, furnishing information to employees concerning courses available, compilation of statistical reports, etc. While only one position was filled at the time of survey, the three positions as proposed appear allocable to GS-5 in accordance with the general clerical grade pattern prevailing throughout the Office of Training.

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